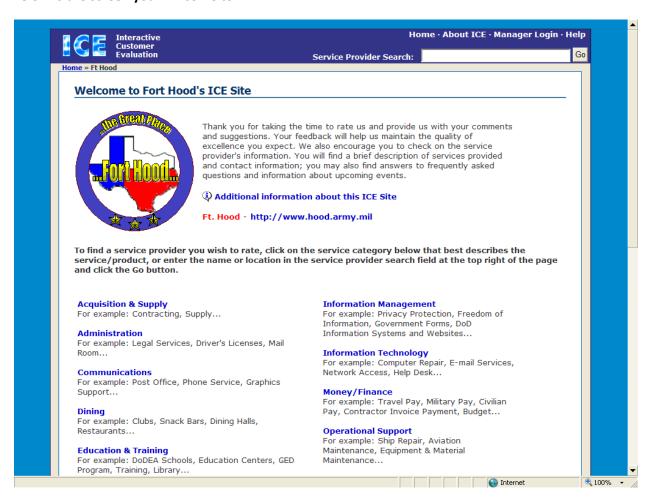
## <u>Procedures for Submitting ICE Comments Using the Automated ICE System</u>

## Step 1: Access the Fort Hood ICE Website using the URL:

http://ice.disa.mil/index.cfm?fa=site&site id=73

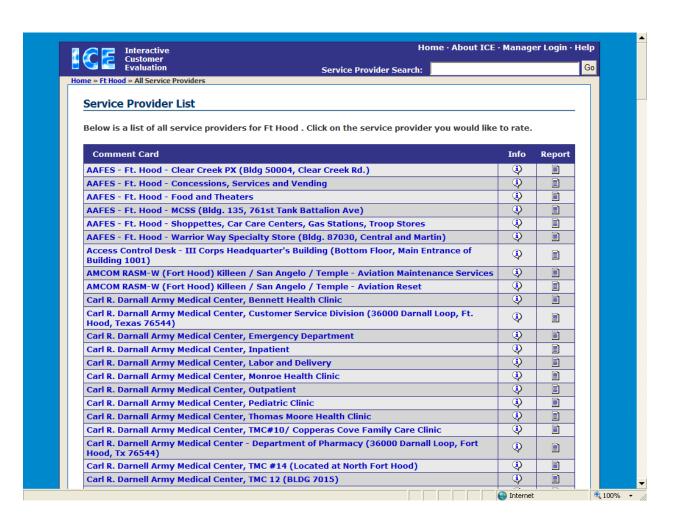
Below is the screen you will come to.



## <u>Step 2</u>: Scroll down until you come to "<u>Show all</u> the service providers for Ft Hood." Click on Show all.



<u>Step 3</u>: The following screen will appear next. All Fort Hood Service Providers are listed in alphabetical order. Have the customer locate the service provider for which they want to submit a comment card on.

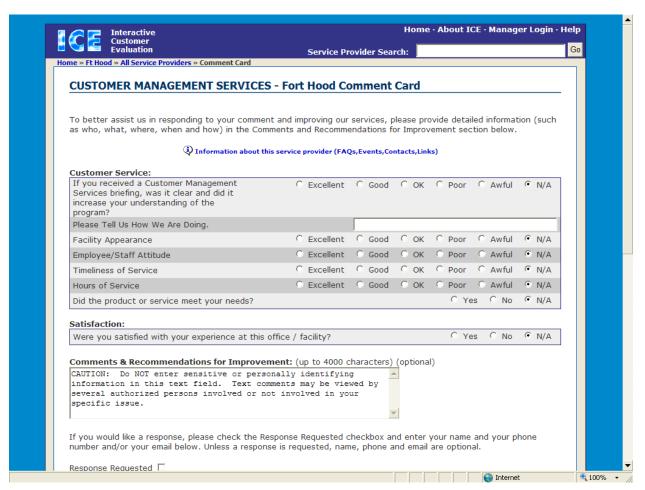


<u>Step 4</u>: If the customer cannot locate the service provider for which they want to submit a card on, they can submit the card to the <u>CUSTOMER MANAGEMENT SERVICES</u> - Fort Hood (<u>Building 1001</u>, <u>Room C201</u>, <u>Garrison CMD</u>, <u>Fort Hood</u>, <u>Texas 76544</u>) comment card and this card will be redirected by the Fort Hood Customer Service Officer.

AMCOM RASM-W (Fort Hood) Killeen / San Angelo / Temple - Aviation Maintenance Services	<b>(i)</b>	
AMCOM RASM-W (Fort Hood) Killeen / San Angelo / Temple - Aviation Reset	<b>(i)</b>	<b></b>
Carl R. Darnall Army Medical Center, Bennett Health Clinic	<b>(i)</b>	<b></b>
Carl R. Darnall Army Medical Center, Customer Service Division (36000 Darnall Loop, Ft. Hood, Texas 76544)	4)	
Carl R. Darnall Army Medical Center, Emergency Department	<b>(i)</b>	<b>I</b>
Carl R. Darnall Army Medical Center, Inpatient	<b>(i)</b>	<b></b>
Carl R. Darnall Army Medical Center, Labor and Delivery	<b>(i)</b>	<b></b>
Carl R. Darnall Army Medical Center, Monroe Health Clinic	<b>(i)</b>	<b></b>
Carl R. Darnall Army Medical Center, Outpatient	<b>(i)</b>	
Carl R. Darnall Army Medical Center, Pediatric Clinic	4)	<b></b>
Carl R. Darnall Army Medical Center, Thomas Moore Health Clinic	4)	<b></b>
Carl R. Darnall Army Medical Center, TMC#10/ Copperas Cove Family C		
Carl R. Darnell Army Medical Center - Department of Pharmacy (36000 Click Here! All Hood, Tx 76544)		
Carl R. Darnell Army Medical Center, TMC #14 (Located at North Fort Ho	ieu to	trie
Carl R. Darnell Army Medical Center, TMC 12 (BLDG 7015) appropriate ag	ency.	
Casualty Assistance Center (Bldg 126 Bn Ave)	,	
Commissary (Clear Creek, Bldg 50001,)	~	#
Commissary (Ft. Hood, Warrior Way, Bldg 85020)	<b>(i)</b>	
Commissary (Clear Creek Commissary) (Clear Road and Tank Destroyer Blvd)	<b>(i)</b>	<b>I</b>
Commissary (Warrior Way Commissary) (Pg. 85020)	(1)	<b></b>
CPAC - Civilian Personnel Advisory Conter (Bldg. 4220 77TH Street, Fort Hood TX 76544)	(1)	
CUSTOMER MANAGEMENT SERVICES - Fort Hood (Building 1001, Room C201, Garrison CMD, Fort Hood, Texas 76544)	4)	
Defense Military Pay Office (DMPO)-Hood (Building 18010, Rm A209B and Building 16007)	<b>(i)</b>	<b></b>
Demobilization Support (Building 10016, near the intersection of Central Ave and 27th Street)	4)	
Dental - DENTAC Commander (Bldg 4431)	4)	
Dental Clinic - Billy Johnson Dental Clinic (Bldg 36014)	4)	
Dental Clinic - Copeland Clinic (Soldiers Service Center Bldg 18010 3rd Floor West)	4)	<b></b>
Dental Clinic - Fairbank Dental Clinic (Bldg 9440)	4)	<b></b>
Dental Clinic - Oral Surgery Clinic (Bldg 36000)	4)	<b></b>
	-	
Dental Clinic - Perkins Dental Clinic (Bldg 33001)	<b>(i)</b>	

<u>Step 5</u>: Once the customer has located the service provider they wish to comment on and have clicked on that comment card, they will fill out the card, making sure all applicable information is provided. Note: Cards can be submitted anonymously and therefore do not require customer contact information to be provided.

Make sure the customer understands that if they want to be responded to, they must provide customer contact information. Also, ensure they know that we need as much information about their issue if the service provider is to provide adequate resolution to their concerns.



As soon as the customer hits the "Submit Comment Card" button, an email will be generated to the appropriate service provider.